

Minutes of the Meeting of the **COMMUNITY SERVICES COMMITTEE** held at the Town Hall, Swanage
on **WEDNESDAY 9th NOVEMBER 2022** at **2.15 p.m.**

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor J Bishop

Swanage Town Council

Councillor C Finch

Swanage Town Council

Councillor A Harris

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Outside Representatives:-

Mr B Foster

Swanage and Purbeck Development Trust

Mr M Green

James Smith Funeral Directors

Mr M Norris

Swanage Museum

Also present: -

Dr M Ayres

Town Clerk

Mrs E Evans

Democratic Services Officer

Ms G Percival

Assets and Compliance Manager

Mr M Snowdon

Assets and Compliance Support Officer

Public Participation Time

There were two members of the public and one member of the local press present at the meeting.

The following matters were raised during Public Participation Time:-

- Thanks were given to the Town Council for support whilst Poole Crematorium was closed and ongoing support for the longer-term retention of the crematorium.
- A query was raised regarding the interim report on works required at Burlington Chine public conveniences. In response it was stated that an update would be provided under agenda item 6).

1. Apologies

Apologies for her inability to attend the Meeting were received from Councillor Foster. Councillor Monkhouse attended the meeting remotely.

2. Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. Terms of Reference and Representation of Outside Bodies

Consideration was given to the draft Terms of Reference, which set out matters delegated to the committee and representation from outside bodies.

A query was raised regarding membership of the Fishermen's Association. In response it was noted that they had been included within the outside representatives of the Tourism and Local Economy Committee. It was noted that outside representatives would be contacted prior to committee meetings to discuss agenda content.

It was proposed by Councillor Moreton, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-

That the draft Terms of Reference for the Community Services Committee be brought forward to the Council for adoption, following a review by the Finance and Governance Committee of the draft Terms of Reference for all Council committees.

4. Wellbeing Project – presentation from S&PDT regarding proposals for The Centre and adjoining facilities, Chapel Lane

A presentation was made by Mr Bob Foster, Chair of the Swanage and Purbeck Development Trust, providing an update regarding proposals for improving the use of the Chapel Lane complex of buildings (The Centre, Children's Centre and Day Centre) to support residents' health and wellbeing. It was reported that an asset transfer application had been submitted to Dorset Council and it was anticipated that consideration of the application would take place within 12 weeks.

It was noted that Dorset Council had plans to operate a Family Hub from the premises and other partners had expressed interest in hiring space for purposes including child protection conferences and housing meetings. Discussions were ongoing with Lewis Manning regarding the potential of using the premises for the provision of a Day Hospice. Consideration was also being given to joint fundraising for the establishment of a local Community Bus to serve Chapel Lane. A three-year financial forecast was shared which detailed the capital and revenue costs associated with the Chapel Lane site. It was reported that the S&PDT would be ready for occupation as soon as Dorset Council granted approval for the asset transfer to proceed.

Following the presentation questions were raised which included the monetary contribution expected from both Dorset Council and the Town Council, and the timescale in which funding would be required. It was estimated that the first year's total operating cost would be in the region of £42,000.

Members expressed their support in principle for the Chapel Lane project, although it was acknowledged that additional information would be required to inform further discussions. It was proposed by Councillor Finch, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That, subject to additional information being made available by Dorset Council, the Town Council considers providing grant funding to Swanage and Purbeck Development Trust in support of the proposed Chapel Lane wellbeing project.

Mr Foster and his fellow Trustees from the Swanage and Purbeck Development Trust were thanked for their hard work.

5. Cemetery Matters

a) Godlingston Cemetery Extension – Progress Report

The Assets & Compliance Manager reported that work had progressed well and that surface levels across the site were satisfactory. The next stage would entail grass cutting and targeted overseeding, in particular focussing on areas near to perimeter kerbs.

b) Godlingston Cemetery extension – Approval of Revised Regulations

It was reported that a formal review of the current Cemetery Regulations and the Meadowland Burial Ground Regulations, dated October 2017, had been conducted by the Assets & Compliance Manager with assistance from James Smith Funeral Directors, the Institute of Cemetery and Crematorium Management (ICCM), two stonemason associations and two local stonemason companies.

Further to the review it was recommended that the Godlingston Cemetery Regulations be amended to ensure consistency with the Meadowland Burial Regulations and to provide greater clarity. It was noted that no significant amendments had been made to the Meadowland Burial Ground Regulations.

Following advice from ICCM, it was also proposed that there should be no ‘A’ and ‘B’ grave plots in the cemetery extension and that instead the ‘B grave’ rate for the exclusive right of burial should be applied to all grave plots within the extension.

It was proposed by Councillor Bonfield, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

That the revised Godlingston Cemetery Regulations be adopted and implemented from January 2023, and that the fee for the exclusive right of burial in all earthen graves within the extension area of Godlingston Cemetery be set at the ‘B grave’ rate.

c) Godlingston Cemetery Chapel – Extension of use

Consideration was given to a briefing paper, prepared by the Assets and Compliance Manager, which outlined the proposal to permanently retain the current arrangements for use of the Godlingston Cemetery Chapel so that it can continue to be used for funeral services for those not being interred in the cemetery. It was reported that at the Council Meeting held on 14th March 2022, temporary permission had been granted for such services to be held there during the refurbishment of Poole Crematorium for a charge of £150. Members stated that the availability of the Chapel for services of any faith, or non-religious services, would be an asset to the community.

It was therefore proposed by Councillor Finch, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That the current arrangements in respect of the use of Godlingston Chapel for services for those not being interred in the cemetery be made permanent, and that a fee of £150 be included in the draft scale of fees and charges 2023/24.

d) Northbrook Cemetery Gates – proposal from the Veterans’ Forge

The Assets and Compliance Manager introduced a briefing note which outlined a proposal from the Veterans’ Forge for a potential project to design, build and install iron gates at Northbrook Cemetery, to replace those removed during the second world war. Due to the heritage nature of the proposal, it was deemed appropriate for the project to be discussed by the Museum Working Party prior to further discussion at a future committee meeting.

It was proposed by Councillor Tomes, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:-

That the potential project to design, build and install iron gates at Northbrook Cemetery be considered by the Museum Working Party and that any recommendations be brought back to a future committee meeting for consideration.

6. Burlington Chine Public Conveniences – Interim report on works required to Pipework and Building

The Assets and Compliance Manager reported that since the public meeting held on 7th September 2022 to consider the future operation of Burlington Chine public conveniences, the Public Conveniences Working Party had continued to liaise with specialist contractors to identify options that would secure the long-term future of this facility.

In respect of the drainage it was noted that several options are under consideration, including do nothing, annual inspections with reactive works, or proactive replacement and improvements to the pipework.

Attention was drawn to the condition report in respect of the WC block itself, undertaken by Dorset Property Services in 2021, which indicated that an estimated sum of £96,000 of expenditure is required to the property over the period 2025-2046. It was noted that discussions regarding the extent and type of refurbishment to the block remain ongoing at this time.

It was acknowledged that the Public Conveniences Working Party would continue to consider options in respect of both the drainage and improvements to the building and make a recommendation as to the way forward. Thanks was given to the members of the public and councillors for their attendance at the public meeting, which helped to inform discussions.

7. Skate Park Proposed Works

Consideration was given to a briefing paper, prepared by the Assets and Compliance Manager, which outlined proposed works to the Skate Park. It was noted that within the Capital Programme 2022/23, £25,000 had been allocated for works to the skate park, and £15,000 for the period 2023/24. It was stated that three items had neared end of life and due to their situation within the skate park an opportunity had arisen for the installation of a better riding surface and smaller 'plaza' style pieces of equipment, to be decided on in consultation with skate park users.

Further to a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:-

That the Quarter Pipe with flat bank (1600mm), the Fun Box with spine ramp, and the Quarter Pipe with centre ramp be removed from the Skate Park. Furthermore, that an improved and suitable riding surface be installed in this location, further to consultation with skate park users to identify the most suitable 'plaza' equipment to be installed in 2023/2024.

8. To consider request for installation of cable conduit and lighting - Swanage NCI Lookout, Peveril Point.

The Assets and Compliance Manager introduced a briefing note which detailed a request from Swanage NCI for the installation of a conduit and lighting near to the lookout building on Peveril Point. The request consisted of permission for the installation of a temporary 50 watt LED floodlight to be fitted on the metal fencing surrounding the WW2 fortification which would be directed towards the nearby lookout (away from local dwellings) and be used to illuminate it on special occasions. In addition, the installation

would require an underground cable conduit to be installed between the fence and the NCI building with all installation and ongoing maintenance funded directly by Swanage NCI.

It was proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That permission be granted to Swanage NCI for the installation of temporary lighting to the metal fence surrounding the WW2 fortification and an underground conduit, in accordance with relevant regulations and as agreed, prior to commencement of the works, by the Assets and Compliance Manager.

9. Draft Capital Programme 2023/24

The draft list of capital expenditure for the next three financial years was considered and projects relevant to the committee were noted. It was acknowledged that this would be discussed more fully by the Finance and Governance Committee as part of the budget setting process for the next financial year.

10. Budget Setting

a) Revenue Budget 2023/24

Consideration was given to the draft list of one-off items of revenue expenditure for 2023/24. A question was asked about funding for the potential works to upgrade the drainage at Burlington Chine public conveniences and it was reported that if the works went ahead this would be funded from the relevant earmarked reserve.

A question was also posed about potential funding from the Community Infrastructure Levy for a new footpath across the Lower Grammar School field to improve pedestrian safety at Washpond Lane. It was noted that no allocation of funds had been made as Dorset Council had not yet agreed to the construction of a footpath in this location.

It was noted that the schedule of one-off expenditure would be considered further by the Finance and Governance Committee as part of the 2023/24 budget setting process.

b) Scale of Fees and Charges 2023/24

Consideration was given to the draft Scale of Fees and Charges for 2023/24 in respect of services overseen by this committee. Concern was expressed about a proposed increase in cemetery charges, and it was noted that all fees and charges were due to be reviewed by a working party established at the meeting of the Finance and Governance Committee held earlier in the day. The working party's recommendations would then be considered by the Finance and Governance Committee.

11. Items of Information and matters for forthcoming agendas

a) Memorial Benches

A request was made for a review of the Council's Memorial Bench Policy and the very lengthy waiting list for commemorative seating. It was noted that the Assets and Compliance Manager would soon be writing to all of those on the waiting list to see if they still wished to purchase a memorial bench, following which a report would be made to a future committee meeting.

b) Outside Representatives

It was reported that all outside representatives would be invited to submit matters for the committee to consider in advance of the next meeting. Consideration could then be given as to how best such issues could be addressed in advance of the meeting.

c) Swanage Community Housing

It was noted that the Community Land Trust are seeking the Council's support for the allocation of a site on the corner of Washpond Lane and Ulwell Road for a community

housing development. This request would be put to the December Council Meeting.

12. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 29th March 2023.

The Meeting closed at 3.55 p.m.
